

Board of Trustees Winter Retreat

Friday, January 17, 2020 – 8:00 a.m. – 5:00 p.m.
Breakfast/Coffee available at 7:30 a.m.

Eastside Community Center
1721 E 56th St
Tacoma, Washington 98404

Minutes

Board Members

Liz Dunbar, Chair
Lois Bernstein, Vice-chair
Robert Ryan
Pat Shuman
Dona Ponepinto

Administration/Faculty/Staff/Guests

Ivan Harrell	Karyssa Mathison
Rosemarie Burk	Sonja Morgan
Tony Kaburu	Luke
Clay Krauss	Shawn Locke
Marissa Schlesinger	Bill Ryberg
Tamyra Howser	Rick Brady
Judy Loveless-Morris	

Call to Order

Board Chair **Dunbar** called the meeting to order at 8:02 am

Agenda approved as presented

Check-in with Board of Trustees

Several trustees attended the screening of “College Behind Bars” and discussed the program. Freedom Education Project Puget Sound (FEPPS): Department of Corrections contract pays for the courses in this college program so the women do not need to use their PELL eligibility.

- Some issues with bias in the program and the film as it didn’t reference the issues that many of those in prison may not be at the level needed.
- Mari Levitt sponsored a bill around prison education. The hearing took place on Wednesday 1/15/20 and Sultana Shabazz, Director of Corrections Education and Marissa Schlesinger, Provost and Vice President of Academic Affairs testified. Mari spoke highly of the work TCC has conducted in this area and it seems that there is a lot of support around it.

Welcomed Dona Ponepinto to the Board and followed with group introductions.

First Creek Middle School and Eastside Tacoma - Rosemary Burk

Principal Burke introduced the Brotherhood Program

- Office at First Creek MS. focuses on recruitment efforts through sending out packets to the community along with recruitment fairs (dinners, breakfasts, etc.)
- High school hosts the Brotherhood Program as well which makes an easy transition once students leave First Creek MS.
- The young men shared their favorite part of the program
- Have TCC Outreach come to a brotherhood meeting and bring the students to TCC (speak with Men of Distinction Program and connect with CNA).

Presentation by Principal Burke

- 2nd year as the Principal at First Creek Middle School. Worked in education for 30 years and with TPS for the past 7 years.
- First Creek was two middle schools combined together. Received improvement grant and has been increasing performance over the years. Last year they had the 2nd highest growth in math and reading.
- Continuous achievement plan (3 year, 5 year, and 10 year plans). Creating a culture/ planning with data/improving instruction/closing the gap
- Innovative classroom sessions (conference style, group settings, etc.)
- Redefining “discipline”
 - Lunch learning is an opportunity for a student to learn rather than the traditional “lunch time detention”.
 - Systems to restore at the door, meta walk, problem-solving blueprint, & think time. Thinking always about themselves, community, and school.
- Boeing and First Creek partnership which involves former students of First Creek now working at Boeing. Hoping to use this partnership to impact the music program. Music is an amazing way to keep students on the path and reduce barriers to college.
- Parent Connections and Involvement: Community Cafe (go to different places throughout the community to meet families where they are), Parent Volunteers, Parent Library and reading groups, UWT TELL Grant Natural leaders.
- Multiple community partners throughout the area. How do we increase the right kind of partnerships to make this area better? How do we understand our stories and experiences that influence us and create gaps? What systems and practices work for our community?

Questions:

Liz: collaboration between First Creek and the Community Center? Burke: It is already so full of First Creek students that there almost needs to be more space. Principal Burke spends a lot of time at the community center. They don't have full-time staff here so it is hard to keep the right people here when they are most needed. The staff from the community center engages in the professional development opportunities with First Creek staff and faculty. They connect with parents and staff of First Creek. Principal Burke explains how she is protective of who interacts with the students and their community and is selective of who is allowed to provide help. She explains that she wants those who volunteer their help or resources honestly want to be a part of the community and not just use this community as a group to “study”.

Board Education

- **Study Sessions:** discussion on how the study sessions have been up to this point. Thoughts on improvements or best aspects of it.
 - Study session timing is helpful as it is right before the meeting.
 - Quarterly updates on the strategic plan? - Dr. Harrell yes but many of the objectives may take more time than just quarter by quarter to see results.
 - Budget and enrollment updates happen quarterly.
 - Remind those giving a presentation to use general terminology and not rely on acronyms and jargon.
 - Remind the presenters to keep the information at a high level. Balance between specific information and a general overview.

- Begin to get information for study sessions prior to the meeting to send out with the board packet.
 - Send out reminders prior to the study session so that if BOT comes up with questions before they can be submitted to the presenters.
 - Important for presenters to address how the Trustees can do a better job of supporting them and the students.
 - Prior study session information for this year to provide to Dona for the next time they meet.
 - Overall, those giving the presentations are enjoying the opportunity to share their work and have time with the board.
 - Study sessions are helpful as they get to meet with a smaller group and have a conversation with the presenters on their topic.
- **Legislative advocacy:**
 - ACCT Feb 12 (DC): TCC will be sending four students, three trustees, Ivan Harrell and Bill Ryberg.
 - Can we be more proactive in choosing who goes where? -
 - Lois will contact Kim Tanaka at SBCTC to see if TCC can meet with: Derek Kilmer, Denny Heck, and Kim Schrier.
 - Bill: has a request in to meet with Derek Kilmer. TCC is one of the only Washington colleges bringing students. Talking points and field guides will be provided to everyone once we arrive. For the national visit much of this is done by ACCT.
 - ACT Feb. 18th: How are we organizing ourselves: swag, appointments, and talking points? Bill is working with Mike to do some joint scheduling with other pierce county. May try to do the same thing with the 18th.
 - Bill: In the past, trustees have made their own appointments. Important to be working with the Senate considering the OSPI priorities. This year, Bill will schedule appointments.
 - Ivan: this coming Thursday the Pierce County schools will coordinate together when doing meetings. This would also be best to do for Feb. 18th.
 - Talking Points for Feb. 18th: Bill will put together some talking points to give to the Trustees so they are ready.
 - Want to talk about Capital but we know that the possibility of additional funds is low but still important to talk about. It won't happen in this session but we want to get them ready for the long session next year.
 - Compensation will be a big discussion in the full session in the next biennium. This is not reaching all faculty outside of the high demand areas. With the large increase for nursing and other high demand areas it has created inequities and did not follow Community College's ask of an overall 12% raise. We are moving toward faculty contract negotiation but do not yet know what this will look like.
 - There is a proposal to allow for colleges to develop staff housing.
 - Ivan's Legislative Meetings: meetings held on January 16th, 2020 - focused on capital requests and they did say they would support capital measures in the next full session. They have heard clearly that Community Colleges don't support the

recommendation by Superintendent Reykdal. I want to get people around the table to discuss another option to get more voices at the table.

- Asked Bill to check on the health plans that we provide/support to see if we fall under a policy that currently exists.
- **Retreat in June**
 - Dr. Harrell has been chosen for the Aspen president's group and the first conference is the 24-29 and is during the time of the retreat.
 - Has been moved to June 12th, 2020.

Student Trustee Position – Tony Kaburu and Luke Byram

- PowerPoint Presentation
- **Discussion:**
 - Liz: how would someone be chosen? - Tony: Students currently holding positions on ASTCC could be an option but there are also many students on campus looking for leadership opportunities and there are not enough. Some institutions have their student government president serve as the student trustee.
 - Lois: How long have other schools had their trustees? Tony: those that we know of that have a student position for 5 years.
 - Lois: What are the potential issues? This now makes a 6 person board and this could potentially lead to a split vote. Additionally, students can't vote on matters concerning faculty. For example if there is a 3-2 vote for a faculty receiving tenure, that does not make a majority. While the student is unable to vote, their position on the board still includes them within the count of the quorum. This has been a legal issue across the state as the RCW is not currently written to support a student trustee position.
 - Lois: How do you think having a student trustee position would help? - Tony: Having a student trustee position could encourage students to attend and feel more welcome at BOT meetings. Students knowing that it is possible for them to serve could increase the attendance to see if it is something they want to be a part of.
 - Pat: How important do you think this position currently is to students? – Tony: Very important as it would provide leadership and develop opportunities. A petition created last year that showed support for the trustee position.
 - Ivan: Sense of demand for this type of position from students? - Tony: Kristina did a survey and there did seem to be a lot of interest.
 - Pat: Do you think this would be too much of a time commitment if added on to the ASTCC president's duties? - Tony: Yes and that is why we think it should be its own position rather than adding on to the ASTCC president's work.
 - Dona: If we were unable to implement a student trustee position, is there a way to enhance the current role that the student body president has? - Sonja: As of right now the president only presents during BOT Meetings but doesn't have an opportunity to ask questions of the presenters and this is a large part of the focus for the student trustee position.
 - Further discussion after the presentation:
 - ACCT is when much of this conversation came about as there were many other institutions that had student trustee positions.
 - Would there be repercussions if a student position is not created? - It is still unclear if there is really a strong desire for this position among students. Additionally, the issue with the RCW presents a strong problem.
 - Liz will send out official communication to Tony and Luke that we would like more information with the RCW prior to be able to make a decision concerning the issue with having a quorum.

- Dr. Harrell will meet with Luke and Tony to discuss the current structure and how students could have more voice in decisions.
- Pat: A possible option could be for a trustee to have a periodic check-in meeting with student senate on a quarterly or semi-annually.

IT Presentation- Shawn Locke and Clay Krauss

- Attended the meeting to explain how to effectively use the iPads and Board of Trustees One Drive account for accessing meeting materials.

Strategic Plan: Communication Plan- Tamyra Howser, Bill Ryberg, Ivan Harrell

- Handouts Provided
- **Communications Approach:** several different ways
 - Primary audience is campus community and secondary audience is our surrounding community members and stakeholders
 - Leverage the core theme owners, PIO can only do so much but want to hear from the core theme leaders.
- **Brand Identity:** These changes have been progressing over the past year and really focusing on the concept of TCC being welcoming. We have also positioned ourselves as “Tacoma’s Community College”
 - Discussed with Ivan and the Leadership Team to focus on “Future-Oriented” utilizing bright colors to emphasize the future with the title being Vision 20/25
 - Presented how the deliverables will look as we move toward the rollout.
 - Trustees responded with their first impressions of the visuals: future, bright, warm, moving forward.
 - Pat brings up the idea that yellow on white might cause some accessibility issues. – Tamyra will look into possible options.
 - Liz: choosing new colors other than the traditional yellow and blue will help TCC to distinguish ourselves from many of the other Pierce County places with the yellow and blue color. It also makes the strategic plan stand out.
- **Year Timeline: broken down into three phases**
 - Phase I: Want to celebrate the work and make connections between the new plan and TCC staff and faculty.
 - Phase II: Focus on the outside community and sharing some data in a visually appealing way to show our progress. Come up with a stock presentation that BOT and others can use to present the new plan.
 - Phase III: updating the plan in places around the campus

Questions:

Liz: Given the current budget situation, do we anticipate pushback on the costs of doing some of these things? - Ivan: Originally the hope was to do something really big for the events celebrating staff and faculty but we are scaling back in that planning. There have been a lot of conversations on this topic and we will continue to be aware of it as we move forward with the budget process. When planning for strategic plan expenses, we added in the budget for many of these things and were prepared for this.

Lois: would it be possible to use some foundation funds for celebrations and college funds for other roll out?

Lois: Student government may also want to be involved in planning for a student celebration for a roll out of the new plan. - Tamyra will check in on that.

Ivan: Send names of community organizations that you think may want to hear this type of information so that as we can prepare for presentations.

Pat: How are we circling back to those in the community that helped? - Tamyra: In Phase II we will send out pocket guides of the strategic plan or other items. - Ivan: We may also ask some of them to attend our kick off. - We will be sharing this at the Reach Higher Luncheon as well to reach out to the greater community.

Ivan: Unit directors will be aligning their budget and goals/plans for the next academic year to the strategic plan.

- Also looking at new platform options to be able to coordinate all of this information easier so that we can track progress easier as we move toward accreditation.

Board Goals

- Goal 1: have asked for updates on implementation and progress. Will be working to help with getting the information out to communities. Metrics and measures will be determined but are there things the trustees will need
 - Ivan: if there are items you feel are missing please let me know.
 - Bob: diversity and have monitored the diversity in hiring. See the presentation in the beginning of the year and at the end to see growth.
- Goal 2: Look at other opportunities throughout the year on if anything else needs to be added. Taking a look at the orientation road map.
 - Harrell; in Fall we had been putting in event calendars. Utilize the student calendar and then add specific things or highlights.
- Goal 3: Moving along in this area well. Ivan will work to get disaggregated hiring information.
- Goal 4: everyone was going to identify who are the organizations, key people, and legislators that the trustees are individually related to/have partnerships with.
 - Have a joint meeting with the Tacoma Public Schools board.
 - Highlight a community partner at a meeting - it may be a good time to do this when we are looking at work with the strategic plan highlighting work that community and TCC are doing in partnership. May want to bring those from
- Goal 5: We will be using the TRPPE to review them through an equity lens.
 - Rick: currently the Board's policies are in relatively good shape.
 - Ivan: should there be a board level policy as the state board has one. Judy and Ivan will discuss more and then share with trustees. Also a policy around student success and what that may mean for the trustees.

Liz's term is up in September and need to start early to discuss how we will fill that vacancy.

- Lois would like names of those who we may want on the board. As we look at this, Pat would like to discuss criteria.
 - Rick: it is very helpful when we have someone who has a good understanding of finance.

Round Table

- **Tenure: Marissa Schlesinger and Rick Brady**
 - PowerPoint and handout
 - If granted tenure they have indefinite employment. It is a great way to show faculty that are great additions to the institutions that they are appreciated.
 - Follows RCW as well as the collective bargaining agreement. You can appoint people right away or you can have them do a three year track which is the common practice. At the end of the three years, you can grant them tenure, deny, or extend the time of the tenure process (up to 3 quarters).

- Once someone receives tenure it is very challenging to remove tenure. The board makes the final decision and discusses during executive session and votes in regular session. The decision to remove is made at the college level first and then goes to the board for a vote.
 - Discuss more around potential of closing programs and if the board will need to vote on removing tenure or not.
 - Tenure dismissal during financial emergencies can only be triggered by the legislature stating there is a financial emergency. This is not the same as the college experiencing financial shortfalls.
- The board does not need to give a reason for not granting tenure. If the board does not decide to grant tenure then their contract for the next year is not renewed. If the board does not vote for tenure it is public record. The faculty member may appeal one time.
 - You also may have a committee that does not recommend tenure.
- Counselors and Librarians are considered faculty and can also receive tenure.
- TCC Timeline: Included in “Guide to Tenure at TCC for the Board of Trustees” document presented by Marissa
 - Focuses on achievement but also personal growth and self-reflection.
 - Each probationer (term for faculty member going through the tenure process) has a tenure committee (administrator from the instructional area and then three faculty members and a student). Ideally, the review committee stays the same throughout the probationer’s process.
 - Self-evaluation should reflect the probationer’s growth during the year along with suggestions for growth from the committee
 - Criteria for probationers to be assessed: *Teaching, Advising, Teaching/learning outside the traditional classroom, Service to Department/program/division/college/community, Professional Growth, Governance.*
 - Pat: are there extra criteria that should be included in connection with guided pathways, strategic plan, or EDI? - Marissa: Tenure is a broad concept so alignment with concepts like guided pathways and strategic plan would fall under the Teaching and Learning criteria. However, equity is a concept that may need to be considered as an addition as a way to rectify the issue of there not being something in the criteria to help evaluate Personal Character.
- The Approval Process and the various roles of approval outlined in the document are written with a tone of obvious approval from the board of trustees for those presented to them for tenure approval. Even though the board is the final voting body the verbiage in this document does not provide much support or guidance on the process for the board if they do not approve tenure.

- Metro Parks athletic field discussion regarding thoughts of the project.
 - The report from Metro parks will be completed in spring and at that time the board will re-evaluate the information.

- **Budget Process Discussion:**
 - All departments are to submit budget requests to Leadership Team by February 28th, 2020. We will have to use current year allocations and adjust as we get more information.

- **PCCC**

- It is TCC's year to host and we need to choose dates for March, June, September, and December.

Executive Session

At 4:00pm, Trustee Dunbar announced the Board would go into Executive Session to complete the Mid-year President Review.

At 4:42pm, the Board reconvened in open session. No motions taken in Executive Session

Wrap up and Adjournment: Trustee Dunbar asked for any further comments or questions to conclude the day.

At 4:50pm, a motion to adjourn was made, seconded and passed unanimously.

There being no further business, Board Chair Dunbar adjourned the meeting at 4:50pm



Liz Dunbar, Chair